



## 2004 Annual Apartment Registration

**Tenant:** This form shows information provided by your building owner for the amount of rent you paid on April 1, 2004. Check that the rent you paid on April 1, 2004 matches either the Legal Regulated Rent (item 8) or the Actual Rent Paid (item 9a). **Note:** If you have a Section 8 rent certificate, the amount you paid is shown on your certificate. Certain changes in rent that are not the result of a lease are allowed by Rent Stabilization and ETPA regulations. These changes are shown in items 12 and 13. Information about these changes is provided below.

### Information About Changes in the Legal Regulated Rent

The owner is entitled to increase the rent when a tenant renews a lease or when a new tenant enters into a lease upon moving into an apartment (shown in item 11). Tenant may select a 1 or 2 year renewal or vacancy lease. For renewal lease the maximum permissible increases are established by the **Rent Guidelines Board** for the County in which the building is located. For vacancy leases in addition to any vacancy allowances authorized by the Rent Guidelines Board, the owner is entitled to collect the vacancy increases provided for by the Rent Stabilization Code or Tenant Protection Regulations.

In addition to the guideline increases for renewal leases, and the vacancy increases authorized by the Rent Guidelines Board and the Rent Stabilization Code or Tenant Protection Regulations, the Legal Regulated Rent may change (increase or decrease) as a result of building wide rent adjustments authorized by DHCR, as shown in item 12, or because of individual apartment improvements, new equipment, furnishings or services, as shown in item 13. Please note that whereas new furnishings, apartment improvements or services are provided while a tenant is in occupancy, a rent increase is permitted only if the tenant consents in writing to such increase. Also, a tenant may request serviceable/reconditioned equipment at no increase in rent. If you are paying the Legal Regulated Rent (item 8) and you believe that the amount is not correct, **you should immediately discuss this information with the building owner. If it cannot be resolved with the owner, you may file an overcharge complaint with the Division of Housing and Community Renewal (DHCR).**

### For Additional Information About Registration

If you have any questions concerning rent registration, call DHCR's Infoline at (718) 739-6400 or call toll free at 1 (866) 275-3427.

### Window Guards Save Lives

If you have a child (or children) 10 years or younger, New York City law requires the owner of your building to install window guards in your apartment and in public areas of the building. The cost of these window guards may be passed along to tenants, however, no more than \$10.00 per window guard may be charged separate from your rent. Families that receive Public Assistance or have Section 8 rent subsidy certificates do not have to pay for the installation of window guards directly.

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Si usted cree que la cantidad de su renta es incorrecta o ha sido computada incorrectamente, vea las instrucciones provistas mas abajo para llenar una queja de sobrecargo con relacion a la registracion.

Provisto que el apartamento haya sido propiament registrado.

Como llenar una queja por sobrecargo.

Los formularios para quejas de sobrecargo (Numero RA-89) puedan ser obtenidos visitando o llamando cualquier oficina de Administracion de Rentas de DHCR.

**Inquilino - Conserve Este Documento**

**Coop or Condo Owner Affirmation**

15. I (We) certify that I am (we are) maintaining and will continue to maintain all services furnished or required to be furnished to these premises/housing accommodations by any law, ordinance or regulation applicable to the premises/housing accommodations.

Building Registration ID Number \_\_\_\_\_

Apartment Designation \_\_\_\_\_

I (We) affirm under penalties provided by law that every statement in this form is complete and accurate, to the best of my (our) knowledge and belief.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

If other than owner:\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\* Agent may sign acting on behalf of the owner.